



DEPARTMENT OF THE ARMY
SEATTLE DISTRICT, CORPS OF ENGINEERS
4735 EAST MARGINAL WAY SOUTH
SEATTLE, WA 98134

JUL 18 2007

CENWS-EE

MEMORANDUM FOR ALL SEATTLE DISTRICT EMPLOYEES

SUBJECT: Command Policy Memorandum #2, Equal Employment Opportunity Policy and Sexual Harassment

1. References / Authorities:

a. Notification and Federal Employee Anti-discrimination and Retaliation of 2002 (No FEAR) Act, effective date 1 October 2003.

b. Equal Employment Opportunity Commission Final Guidelines, Discrimination because of Sex: Sexual Harassment, 29 CFR, Part 1614, dated 9 November 1999.

c. AR 600-20 Army Command Policy, dated 7 June 2006.

d. AR 690-12 Equal Employment Opportunity and Affirmative Action, dated 4 March 1988.

e. AR 690-600 Equal Employment Opportunity Discrimination Complaints, dated 9 February 2004.

f. Alternate Dispute Resolution Act of 1996, dated 15 July 1996.

g. Department of Army Headquarters Policy Letter on Equal Employment Opportunity, dated 21 June 2007.

h. Department of Army Headquarters Policy Letter on Harassment, dated 21 June 2007.

2. Purpose: To provide information, establish policy and outline procedures / responsibilities regarding Equal Employment Opportunity (EEO) and Sexual Harassment within the Seattle District, U.S. Army Corps of Engineers.

3. Applicability: This policy applies to all employees assigned or attached to the Seattle District, U.S. Army Corps of Engineers.

4. Policy: All employees have the right to a workplace free of discrimination or reprisal regardless of race, color, sex, religion, national origin, age, or disability. Discrimination inhibits the ability of our employees to reach their full potential and the District's ability to accomplish its mission is jeopardized. Sexual harassment violates the law and has an equally debilitating impact on employee morale and productivity. I am personally committed to the EEO objectives and to maintaining the Seattle District as a workplace free from discrimination and sexual harassment. I expect swift, fair and positive action to resolve conflicts and address concerns. Violation of this policy may result in disciplinary action ranging from reprimand to termination.

5. Procedures / Responsibilities:

a. **Supervisors:** As management officials, supervisors are accountable for ensuring that the work environment is free of discrimination and sexual harassment and will take action as necessary to prevent or eliminate hostile, intimidating, or offensive work environments. Supervisors will work with the EEO Office to conduct timely inquiries if they become aware of alleged violations of this policy. Supervisors will

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take immediate corrective action to stop harassing and / or discriminatory behavior. No employee or applicant for employment will be retaliated against for filing a complaint or reporting behavior perceived as harassment. Supervisors are responsible to ensure their employees receive the required training as depicted in paragraph 5.c. below.

b. Employees: All employees are responsible for treating fellow coworkers, contractors, and the general public with dignity and respect. Employees will also report behavior contrary to this policy to a supervisor or the EEO Office.

c. Training Requirement: The mandatory training for EEO and Sexual Harassment is depicted in the following table:

Who	Type of Training	Location	Regulation	Frequency
New Employees	Equal Employment Opportunity program and complaint processes (EEO) and Alternate Dispute Resolution (ADR)	EE team website on eNeWS	AR 690-600 Equal Employment Opportunity Discrimination Complaints	Upon appointment
	Prevention of Sexual Harassment (POSH)	http://ulc.usace.army.mil/DL/	AR 690-12 Equal Employment Opportunity and Affirmative Action	
	No Fear training	Y:\No Fear Act	No FEAR Act	
New Supervisors	Equal Employment Opportunity program and complaint processes (EEO) and Alternate Dispute Resolution (ADR)	EE team website on eNeWS	AR 690-600 Equal Employment Opportunity Discrimination Complaints	Upon appointment
	Prevention of Sexual Harassment (POSH)	http://ulc.usace.army.mil/DL/	AR 690-12 Equal Employment Opportunity and Affirmative Action	
	No Fear training	Y:\No Fear Act	No FEAR Act	
All Employees	POSH	http://ulc.usace.army.mil/DL/	AR 690-12 Equal Employment Opportunity and Affirmative Action	Every 2 years
	No Fear training	Y:\No Fear Act	No FEAR Act	

6. Point of contact for this memorandum is the Seattle District EEO Officer at (206) 764-3501 or judy.a.smith@nws02.usace.army.mil



MICHAEL McCORMICK
Colonel, Corps of Engineers
Commanding